



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 10

1200 Sixth Avenue, Suite 155  
Seattle, WA 98101-3188

(b) (6), (b) (7)(C)

August 6, 2019

(b) (6), (b) (7)(C)

1200 Sixth Avenue, Mail Code: (b) (6), (b) (7)(C)  
Seattle, WA 98101

Dear (b) (6), (b) (7)(C)

Peter Sullivan has informed me that you believe you have been subjected to a hostile work environment by (b) (6), (b) (7)(C). We at EPA take such allegations seriously. EPA Order 4711, *Procedures for Addressing Allegations of Workplace Harassment*, mandates the Agency to promptly inquire into and, as needed, take action to address harassment complaints.

In compliance with EPA Order 4711 (*see* section V.A.1), I am requesting you to submit written statement concerning the alleged conduct you believe to be harassment. Please provide me with a written account as soon as possible, but no later than August 7, 2019.

For this fact-finding investigation, I will be designating an impartial fact-finder and I am the decision-maker. Once selected, the fact-finder will contact you to schedule your interview. After the fact-finder has concluded the fact-finding process, I will promptly determine whether the results of the fact-finding demonstrate that the alleged harassment occurred. Please be advised that the time period for completing this investigation may be extended due to availability of witnesses.

The confidentiality of these harassment allegations and the identity of all involved, particularly you and (b) (6), (b) (7)(C) will be protected to the extent possible, and will only be revealed to individuals on a need-to-know basis. We ask that you be mindful of the confidentiality of this process.

EPA provides employees with an Employee Assistance Program (EAP). EAP provides confidential counseling and referral services to assist employees in resolving personal or work-related problems. Participation is voluntary and the program is strictly confidential. If you believe these services would be appropriate for your situation or would like more information, you may review the EAP website at <http://intranet.epa.gov/ohr/benefits/eap/index.htm>.

Sincerely  
(b) (6), (b) (7)(C)

